

City of Newport Beach - Building Department

ADMINISTRATIVE POLICY

Effective Date	Subject	Policy No.
January 26, 1998 Revised March 25, 1999 Revised July 13, 2009	Licensed Architect Stamp and Signature on Tenant Improvement Drawings	Admin. 302.2 ADM 106.3.4(a)

Section 5538 of the California "Architects Practice Act" allows interior designers and other individuals to prepare drawings for interior alterations and for storefronts, "Provided those alterations do not change or affect the structural system or safety of the building." The safety of the building depends on structural safety, exit system and fire safety.

Fire safety depends on the building type of construction. Various types of construction require different degrees of fire protection and fire rating for building components. This restriction excludes interior designers from preparing drawings for interior alterations within buildings, which involve alteration to the exit system (excluding doors) or alteration to any fire rated assembly, such as floor/ceiling assembly, roof/ceiling assembly, fire protection of structural frame, etc.

Interior designers are also excluded from preparing drawings and recommendations for modifications to the Uniform Building Code and requests for alternate materials and methods of construction when it involves a code requirement affecting either structural safety, fire safety or exit system.

Effective immediately it is required that tenant improvement drawings be stamped and signed by a licensed architect unless exempted by Section 5538 of the California Architects Practice Act as interpreted by this policy.

Jay Elbettar, Building Director